

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING AGENDA**

COMMITTEE: Qualified Personnel Committee

RECORDER: Angela McGuire

DATE: February 17, 2011

COMMITTEE MEMBERS

PRESENT: Linda Landry (Co-chair), Kris Pilkington, Maurine Ballard-Rosa, Connie Moreland-Bishop, Marie Kanne-Poulsen (Co-chair) via phone

GUESTS: Sandra Sutor, Cathy Mikitka, Fran Chasen

LIAISONS: Pamela Quiroz (CDE), Michael Miguelgorry (DDS)

STAFF: Angela McGuire, Virginia Reynolds

ABSENT: Mike Fuller (First 5), Patric Widmann, Madeline Journey-Lynn, Ellen Cervantes, Beverly Morgan-Sandoz

NOTES

- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
 - A. Maurine Ballard-Rosa was welcomed as a new committee member.
- II. AGENDA REVIEW
 - A. Agenda was reviewed, with changes as directed by Executive Committee.
- III. REVIEW AND APPROVAL OF MINUTES
 - A. November minutes were approved.
- IV. CHAIR'S REPORT
 - A. M Poulsen asked for and received committee's support to recommend that the ICC endorse the IFECMH Training Guidelines and Personnel Competencies. Early Start has a long-time investment in this activity and it's a good thing. Recommendation will be made tomorrow, following ICC presentation by Mary Claire Heffron; vote could be taken in May.
- V. PRIORITY TASKS/DISCUSSION
 - A. Committee discussed data collected for Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.
 - 1. Definitions and application of "exceptional family circumstances" were discussed.
 - 2. The new Early Start Report (ESR) will capture data on exceptional circumstances. Additional information may be gathered via reviews of individual files.

3. P Quiroz suggested that M Cathcart could provide information concerning how data on exceptional circumstances is collected by CDE and reported to DDS.
 4. **Recommendation concerning the new ESR form:** In future versions of the ESR, is there a way to capture more descriptive data about exceptional circumstances, reasons for delay in timeline, referral sources, etc.?
 5. **Recommendation for May QPC meeting:** QPC would like a presentation on the ESR form and process addressing the following questions-
 - How will CDE data be integrated into the data set? Rick and Meredith are requested presenters.
 - Are DDS and CDE getting more detailed information in other data reports and how is the data tracked and integrated?
 - Are referral sources recorded/identified?
 - If a child in PP gets back to ES, does the record/ES form capture who referred them back?
 - What is the process? Who opens the ESR record? Who updates the record?
 6. **Recommendation for August QPC meeting:** QPC would like an update on implementation of the ESR.
- B. Committee discussed data collected for Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.
1. See above discussion: ESR data will better inform this indicator.
 2. Additional discussion:
 - Discrepancies in definition of referral date among regional centers.
 - Need a better way to get a clearer understanding about *why* a timeline is not met.
- C. Committee discussed data collected for Indicator 8: Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: A) IFSPs with transition steps and services B) Notification to LEA, if child potentially eligible for Part B: and C) Transition conference, if child potentially eligible for Part B.
1. ESR will capture all dates and questions that are being monitored, including
 - When IFSP is held
 - When consent is given
 - When services start
 - Which services are identified
 - Whether services were provided in a timely manner Etc.
 - There is a drop-down that shows in the ESR if a child qualifies for the Prevention Program that will allow tracking back and forth and transition to preschool.
- D. Committee discussed data collected concerning Prevention Program.

1. Data collected on children in the Prevention Program (PP) who eventually qualify for EI would be useful. For instance, analysis of PP data could show how eligibility criteria are applied across regional centers. If the data shows how many kids exited one program (PP) and entered the other (ES), then a focused look at regional centers where this is occurring more could uncover systemic issues.

E. Department Report on Monitoring Activities

1. M Miguelgorry reporting.

- January: Conducted a full monitoring with Inland RC, including prevention, outcomes, and full record review.
- Press to complete the 09/10 APR took precedence over any other activities.
- GGRC will be monitored in March.
- Committee discussed future plans for monitoring activities. There is a plan to conduct joint (DDS and CDE) monitoring through a focused monitoring model. Sharon Walsh is working with the Local Support Unit to revise the monitoring tool to focus on OSEP's priority areas. Although it is too early to tell what the entire process will include, family members on the committee urged that the family input process be preserved, embracing the spirit of ES and supporting families. Community input sessions uncover the rich success stories of Early Start.

VI. COMMITTEE ACTIVITIES

A. Membership

- Maurine Ballard-Rosa has joined the committee.
- Linda Landry is the new parent co-chair.

B. Public input

1. Review updated document – **A McGuire will ask M Poulsen to send her tally sheet on the public input.**

VII. ACTION AND RECOMMENDATIONS

A. Recommendations to the Department:

- Committee recommends that the focused monitoring process currently in development include parent input as part of the data collection process and parents as members of monitoring teams.
- QPC requests a presentation at the May Committee meeting on the ESR form and process. R Ingraham and M Cathcart are the requested presenters. The committee is interested in the following questions-
 1. How will CDE data be integrated into the data set?
 2. Are DDS and CDE getting more detailed information in other data reports and how is the data tracked and integrated?
 3. Are referral sources recorded/identified?
 4. If a child in PP gets back to ES, does the record/ES form capture who referred them back?

5. What is the process? Who opens the ESR record? Who updates the record?
 - QPC requests an update on implementation of the ESR at the August meeting.
- B. Recommendation to be presented at ICC meeting Feb. 18:** The Qualified Personnel Committee recommends that the ICC endorse the *Training Guidelines and Personnel Competencies for Infant-Family and Early Childhood Mental Health*.
 - The infant family early childhood mental health endorsement recognizes early intervention providers who have voluntarily pursued and obtained certification of infant-family and early childhood mental health knowledge, reflective practice and supervision that will complement their disciplinary scope of practice to better serve infants, toddlers and their families in California.
- C. Recommendation to the Committee:** K Pilkington requested that current CSPD Implementation be included as a standing item on the QPC agenda. A McGuire will add this standing item back to the agenda beginning in May.

VIII. NEXT MEETINGS

- A. Proposed May presentation: Early Start Reporting form and process
- B. Proposed August presentation:
 - i. Update on Early Start Report roll-out and initial data collection
 - ii. Assistive Technology: The Need for Personnel Development – Kathleen Sadao (SCOE)